

## Repost Change in Job Title and Education Requirement

<b>Opening Date:</b>	June 6, 2008	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Unit Director, Accounting Operations	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000514	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts - Budget and Finance Annapolis, Maryland	<b>Grade/Entry Salary:</b>	J17 \$55,955 - \$67,128 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	Yes

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Serves as director of the Judiciary's Accounting Operations unit, which includes revenue and accounts payable, and is responsible for administering the operational accounting functions for the Judiciary. As a member of the senior management staff within the department, participates with the Department Director and Deputy Director in the planning, organization, and management of the Department, which includes the development of strategic financial planning/ objectives, financial management, technology development, and development of policies and procedures. Has supervisory responsibility for 14 staff members, which includes hiring, training, coaching, and coordination of staff performance reviews.

**Education:** Bachelor's Degree from an Accredited University or College.

**Experience:** Minimum of five years of progressively more responsible accounting and finance experience, that includes a minimum of two years of accounting supervisory experience.

**Preferred:** Master's degree in Finance/related field or licensed in the State of Maryland as a Certified Public Accountant. Experience with the State of Maryland FMIS system and knowledge of state finance and budget policies and procedures.

**Skills/Abilities:** Demonstrated knowledge of accounting and budgeting procedures. Knowledge of accounts payable, billing and revenue collection processes. Experience in policy and procedure development, implementation and compliance assessment. Ability to analyze fiscal problems and make appropriate recommendations and decisions. Knowledge of financial management systems, such as AS400, FMIS, or R\*STARS, and computer skills to include use of word processing, spreadsheet, presentation software, and database applications. Demonstrated excellent interpersonal skills with the ability to gain attention and respect of others, including peers, superiors and subordinates, to negotiate sensitive financial policy and procedural issues and to interact one-to-one or in a group. Demonstrated strong management skills, including a proven track record establishing appropriate priorities, making effective decisions, solving problems creatively, meeting deadlines, and in the planning, development, and organization of major organizational initiatives. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.